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MEASURE OF THE DEAN OF THE FACULTY OF ECONOMICS OF THE PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS

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ON WRITING BACHELOR AND DIPLOMA THESES AT THE FACULTY OF ECONOMICS

Methodological instructions

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Introduction

The aim of these Methodological Instructions is to provide a comprehensive guide to the preparation of qualifying theses, i.e. Bachelor's (BT) and Master's (DT) theses, which clarifies the known rules that students should have learned while studying the course **55F752 Academic Writing and Defending**.

The procedures and structure are not fundamentally different when writing BTs and DTs. The only difference lies in:

- the required minimum length of the thesis (for the BT **45 standard pages**, for the DT **65 standard pages** of text including the Introduction and Conclusion, excluding the Abstract, list of references and appendices, a standard page represents 1800 keystrokes including spaces per page, including footnotes),
- focus (the topic must be workable within the given scope of the work, for DT it is expected to deal with more complex phenomena),
- the extent of the author's added value (in BT, a lower degree of author's added value is allowed, whereas in DP, **one's own solution to the problem** or **one's own way of approaching** a given more specific or even more general topic is required).

Depending on the focus of the individual study programmes, individual BTs or DTs may differ in their methodological or philosophical approaches to problem solving in order to be as relevant as possible to the focus of the individual study programmes. However, the structure of the thesis does not differ.

The thesis can be written only in English.

1 Topic selection

Bachelor's and diploma thesis, respectively the content of the qualification thesis, differ in the range of topics dealt with. Each thesis supervisor is specialized in certain segments of economics (economic theory, economic or social policy, economic history, environmental economics, etc.); therefore, he or she lists the topics in which bachelor's and master's theses can be **prepared** under his or her supervision. The list of topics can be found in the InSIS or on the department's website, however, it is possible to choose your own topic. The student chooses a topic that should be close to his/her interests in some way. **This general topic can be further specified and refined. Ultimately, the student is responsible for the correct choice of topic.**

The topic of the BT or DT must correspond to the focus of the study programmes of the Faculty of Economics (NF VŠE). When defining the topic, it is always advisable to ask the question: **What is the main value added of the intended topic in the context of political economy?** This is a fundamental question that the student must be able to answer when defending his/her thesis.

The final title of the BT or DT must be approved by the head of the department and the guarantor of the study programme, and therefore the student consults it with the thesis supervisor, who finally guarantees the factual accuracy and suitability of the topic before submitting it for approval. In the title, it is always recommended to include the time interval of the research as well as the definition of the location under investigation (e.g. city, region, state, transnational grouping).

Recommendations for students

As part of a systematic approach to the preparation of the qualification thesis, students are advised to start their preparations (e.g. literature research) in the semester before enrolling in the actual bachelor's or diploma seminar or before the semester during which the preparation and defense of the qualification thesis is planned. It seems highly advisable to select a topic or topics of interest to the student and approach the potential thesis advisor, take advantage of his/her consultation hours and discuss the possibility of supervising the thesis and selecting a topic. The tutor can guide the student in the choice of topic and the focus of the research, as well as recommend suitable literature to study, for example. This conceptual approach will allow the student more time to carry out the literature search and data preparation.

2 Elaboration of the "Assignment of the thesis" and the basic range of literature sources used

The thesis assignment is a brief description of the thesis written mostly in the future tense, as it is the intention of future research, in English language (it is **not the same as the "Abstract", which is formulated in the present tense and contains the main conclusions of the thesis**). The assignment of BT or DT is prepared in cooperation with the thesis supervisor. If the relevant department (usually Department of Economics) announces a bachelor's seminar, this preparation takes place in the first weeks of the seminar. If the relevant department (usually Department of Economic and Social Policy) announces a diploma seminar, the assignment of the thesis is completed in the end of the term. The thesis assignment is part of the diploma thesis project and is prepared in cooperation with the thesis supervisor, either in the course or in individual consultations. In the assignment, you must firstly insert the title of the thesis. It should be in line with the assignment itself. The structure of the bachelor's and master's thesis assignment is as follows:

1. Aim of the thesis

The objective of the thesis must include a basic definition of the issue to be investigated: **what** the author will investigate, in **which country or countries**, or region or cities (in other words, in what economic space) or **in which area**, and **in which years** (preferably the research should be conducted in the current time period). The objective of the thesis should include research questions or the validation of the formulated hypothesis. The objective of the thesis must be compatible with the topic of the thesis.

2. Relevance, topicality or expected contribution of the chosen topic

In this part, the author of the thesis characterizes the importance, relevance or expected contribution of the chosen topic, with the understanding that each chosen topic should have either a certain importance or a certain degree of relevance for the given area, subject or field of study, which is the focus of the thesis, or the expected contribution to the problem addressed or even the contribution to the author himself. The author should not merely state in general terms that his chosen topic is of particular importance or topicality for the given field or the current development of the national economy or the economy of a particular country, but must

specify the essential context in which the relevance and usefulness of the work in relation to the period in which it is being worked on is shown.

3. Characteristics of the theoretical part of the thesis

It is a brief introduction and justification of the choice of the **initial theories** (economic concepts), applied methods and their development related to the chosen topic of the thesis, characteristics of the economic models used, etc. The author outlines the structure of the theoretical part in such a way that the relationship to the practical part of the thesis is clear.

4. Characteristics of the practical part of the work

In this part of the assignment, the author introduces the structure and content of the practical part of the thesis. What and with what methods will be investigated, what data will be used for this purpose or with what specific theory the results will be compared. Adequate interconnectedness between the theoretical and practical part should be ensured.

In some exemptional cases it might be admitted that the DT and possibly also the BT focus purely on purely theoretical issues, e.g. on comparative analyses or syntheses of existing theoretical approaches, or on their immanent criticism. The proposal for a purely theoretical focus of the qualifying work must be consulted in advance with the potential supervisor of the BT or DT.

The scope of the assignment is approximately one A4 without a list of sources. **In the case of BT, the assignment includes at least 8 basic scientific sources**, from which the author will draw mainly in the theoretical part of the thesis. **In the case of the DT, 10 basic scientific sources are given**. It is expected that this range of professional sources will expand considerably during the course of the research. In the case of BT, it is advisable to include at least one foreign publication in the basic literature. In the case of the DT, it is appropriate to include relevant scientific articles from journals registered on the Web of Science in the core literature of the proposed assignment.

The assignment is entered into InSIS by the thesis supervisor, who may delegate the editing of the assignment to the student. The assignment in InSIS is subsequently **approved by four persons, namely the student, the supervisor, the head of the department and the supervisor of the study programme**.

Please note that the student must approve the assignment first. Do not forget to confirm the approval in the InSIS. Only then can the other persons mentioned above approve

the assignment. The student should also check that the assignment has been approved in time by all persons.

The assignment with electronic signatures of all four persons mentioned above is included in the printed completed work.

An example of InSIS assignment approval from the student's perspective is shown on the next page. This page is located in InSIS under "Final Thesis". On this page, a button "Approval of assignment" has been added.


Final theses

Use this application to work with a final thesis.







Basic information

Basic information about a final thesis




Type of thesis:	Bachelor's thesis
Thesis title:	Gold, Silver, and Platinum Market: Analysis of its Development in 2000-2022
Written by (author):	Ivan Bohun
Department:	Department of Economic and Social Policy (NF)
Thesis supervisor:	Ing. Adéla Zubíková, Ph.D.
Assignment completeness:	changes in assignment made by student have not been confirmed by supervisor yet
State:	current theses

 **Thesis has not been entered** – Final thesis has not been entered in the information system.

Display and download files (click to show/hide)

 Instructions for submission process of final thesis	 Approval of assignment	 Situation check	 Display the assignment form	 Display additional information	 Release postponement
--	---	--	--	---	--


Editing application (click to show/hide)

 Insert additional information	 Insert the thesis and the appendices	 Thesis submission
--	---	--

Basic information

Basic information about a final thesis

Type of thesis: Bachelor's thesis
Thesis title: Gold, Silver, and Platinum Market: Analysis of its Development in 2000-2022
Written by (author): [Ivan Bohun](#)
Department: [Department of Economic and Social Policy \(NF\)](#)
Thesis supervisor: [Ing. Adéla Zubíková, Ph.D.](#)
Assignment completeness: changes in assignment made by student have not been confirmed by supervisor yet
State: current theses

 **Thesis has not been entered** – Final thesis has not been entered in the information system.

[Final thesis assignment](#) (click to show/hide)

Table shows a list of roles approving final thesis assignment, the persons matching the roles and the status of approval. Higher role's decision overrides decisions of roles on lower level.

 **Assignment is approved.**

Order	Role	Persons	Decision	Approval process
1.	Author of thesis	Ivan Bohun		1.  27/02/2023 08:13 I. Bohun
2.	Thesis supervisor	Ing. Adéla Zubíková, Ph.D.		2.  27/02/2023 09:39 A. Zubíková
3.	Head of department	doc. Ing. Miroslav Ševčík, CSc.		3.  27/02/2023 16:34 M. Ševčík
4.	Supervisor of track / field of study / programme	prof. Ing. Robert Holman, CSc., doc. Ing. Helena Chytilová, Ph.D., M.A.		4.  22/03/2023 11:31 H. Chytilová

[Key](#) (click to show/hide)

The deadlines and approval process for BT`s and DT`s assignments may be specified by individual departments, so it is necessary to monitor the relevant information on the departmental websites or consult with the coordinator Lucie Wagnerová. **The BT assignment must be approved at least three months before the qualifying thesis defense date. The DT assignment must be approved at least six months before the qualifying thesis defense date.**

3 Sources of information

When selecting the topic of the qualification the author finds sources that could be used in the work and would expand the author's knowledge in the given issue.

Sources of information must be **thematically relevant**, from **domestic and foreign monographs or articles in scientific journals**, whether in paper or electronic form. It should always be a **primary source**; reference to a secondary source should only be made when the primary source cannot be traced. Continuous screening of downloaded texts with electronic plagiarism detection systems is recommended. Non-expert texts, e.g. from Wikipedia, are not accepted as a source of information. Even information from interviews or newspaper articles cannot be cited as a source; it is always necessary to verify the information in relevant sources, which are then cited by the author. Similarly, the student should not rely on textbooks that are the basic literature in compulsory courses or on the qualifying work of other students. **Before**

selecting a topic and designing an assignment, the student must ascertain whether the data on which he or she wishes to conduct research and empirical analysis are available.

When working with sources of information, it is mainly about research, i.e. searching for information on a particular issue and organizing it systematically according to selected aspects, including bibliographic references to sources.

4 Formalities of the thesis

When working with the obtained information, the author of the BT or DT carries out a critical analysis and comparison of the data; from a methodological point of view, he or she may use traditional empirical approaches or experiments. Within the framework of the so-called rational methods, he/she applies analysis (classification, relational, causal, systemic, sectoral, regression), synthesis, induction, deduction, abduction, analogy, modelling, abstraction, specific mathematical or statistical methods (see course 55F752 Academic Writing and Defending). The author may also use methods of description or exploration.

The texts on the methodology of science in electronic form can be found on the website <https://kfil.vse.cz/homepage/studium/materialy-k-predmetum/>.

BT and DT are written exclusively **in the scientific style of written language**. Elements of colloquial language or fashionable or colloquial phrases originating from the media are not acceptable. Strict adherence to grammatical rules is expected. It is recommended that BT and DT authors do not rely on automatic corrections in word processors. They should subject their work to several subsequent checks, preferably on preliminary copies (especially with regard to spelling and punctuation). It is recommended that the thesis undergo a final grammatical proofreading before submission.

The scientific style of the work is characterized by **impersonal manner of expression**, e.g. "*... in the chapter Unemployment, unemployment, its division and selected methods of its measurement are characterized...*". If the student attempts to develop his/her own way of dealing with a given issue with considerable added value, the use of the 1st person singular is also desirable; the so-called authorial plural is not appropriate for BT and DT and is not recommended.

It is advisable not to use one-sentence paragraphs, nor is it advisable to include paragraphs that are too long for the sake of clarity and readability.

4.1 Scope of work and proportionality of the parts

The recommended range is set:

- Introduction: approx. 1.5-2 pages for BT, approx. 2-4 pages for DT.
- Theoretical part: according to the overall scope of the work, approx. 10-20 standard pages for BT, 15-30 standard pages for DT, in order to maintain the ratio between the theoretical and practical part.
- Practical part: depending on the overall scope of the work, approx. 30-50 standard pages for BP, 45-70 standard pages for DT.

In some cases, the scope of the practical and theoretical parts may be different, so that the ratio between them will be different, but the overall scope of the work should be maintained. The primary concern is always the quality, the logical composition of the work and the author's added value.

- Conclusion: for BT about 3 or more standard pages, for DT about 5 standard pages depending on the nature of the work.

4.2 Formal structure of the work:

- Front page
- Affidavit
- Acknowledgements
- Electronically approved thesis assignment
- Abstract in Czech and English, keywords and JEL classification (all on the same page)
- Table of Contents
- Home
- Research methods used
- Theoretical part of the thesis - further divided into individual chapters and subchapters
- Practical part of the thesis - divided into individual chapters and subchapters
- Conclusion
- Possible list of abbreviations used
- List of tables and graphs
- List of literature and other sources
- Annex

Cover sheet and affidavit

Forms for the title page and the affidavit in the bachelor's/diploma thesis can be downloaded from the website <https://nf.vse.cz/homepage/studenti/studium-2/uzitecne-informace-ke-studiu/> under Thesis.

Acknowledgements

Although no standard explicitly states this, it is common practice to thank the supervisor in a manner that, in the opinion of the author, reflects the amount of assistance received from the supervisor. It is also polite to thank other persons who had any part in the successful completion of the academic work in question, or institutions that provided the necessary assistance to the author in obtaining the necessary documentation.

Abstract

The abstract **must contain the main conclusions of the work**, it must characterize the added value created by the author, or the originality of his/her results; in simple words, it should state what the work brings new and how it enriches the existing knowledge of the chosen issue.

The abstract must include the JEL classification, which is an international standardized subject classification for economic papers. A list of codes is available at http://econlit.org/subject_descriptors.html. Depending on the topic of the thesis, 2 to 4 codes are selected and given in the form of e.g. H53, B37, etc.

The abstract must contain at least 5 to 8 key words (key words are capitalized in the beginning of the word), i.e. the most important concepts describing the qualification work. It should be presented in both Czech and English. Since the "Abstract" is prepared after the research activity has been completed and finalized, it must be formulated **in the present tense**, unlike the "Thesis Assignment".

Table of Contents

The table of contents includes the **title of each chapter and subchapter, which meritoriously describes its content**. After reading the title of the chapter, it must be clear to the reader of the thesis what text the author declares by the title of the chapter.

Introduction

The introduction of the thesis is most often formulated after the main part of the text has been written and is written in the present tense. The introduction of a BT or DT is usually divided into four parts.

The first part of the "Introduction" is focused on the introduction to the issue, especially in terms of the importance and relevance of the chosen topic (or why the author chose this issue and what he expects from the preparation of this work, what results he wants to achieve, what benefits the work will have, etc.).

The second part of the "Introduction" should be a brief description of the theoretical part of the thesis without any deeper treatment of the issues.

The third part of the "Introduction" should characterize the structure and the reasons why the structure of the paper is chosen in this way.

The last part of the "Introduction" must specify the problem under investigation and define the aim of the thesis. Within the aim of the thesis, hypotheses or research questions may be formulated and should be answered in the "Conclusion" section.

The introduction of the thesis does not address the chosen topic in a substantive way. It is a common mistake that authors tend to draw some conclusions in the introduction. On the contrary, it is advisable to refer to some of the main sources or even cite key ideas in the introduction.

Recommendations for students

In the course of the thesis itself, the "thesis objective" should always be a kind of control "mirror" for students, showing whether the content of each chapter is in line with the topic and the stated aim of the thesis; in other words, whether each idea or chapter leads to the fulfilment of the stated aim, and whether the thesis does not contain unnecessary text that is in no way related to its focus. At the same time, it is worth bearing in mind that the two parts of the thesis should be linked in a sophisticated way.

Research methods used

After the introduction, there is a chapter devoted to the methodology and methods applied in the research and preparation of the BT and DT. You can find description of basic methods on the next page. **You can also use other sources listed at the end of this document.** This chapter should explain why each method was chosen. The chapter also lists the databases the author will be working with or other data sources, or the reasoning behind a particular choice of data. The length of this chapter should be approximately 2 standard pages.

Methods of problem solving and scientific work (Synek, 2002, pp. 18-23):

Method

is a well-thought-out, objectively correct way (procedure, means) or system of ways (procedures, means) that enable the discovery or clarification of scientific knowledge and laws that enable knowledge of a given object.

Methodics

is a specific way of solving a recurring problem (e.g. a methodology for evaluating the effectiveness of investments).

Methodology

is the science of the methods that can be used in the sciences.

Selected methods:

- **Observation** - the basis of any research method is observation.
It is the purposeful, planned and systematic observation of certain facts.
- **Comparison** - when comparing, we find the same or different aspects of two or more different objects, phenomena or phenomena. We can compare the same indicator(s) in statistical sets that differ
 - a) by subject (groups of employees - workers, technicians, farm workers),
 - b) spatially (population of the Czech Republic, Slovakia, Germany),
 - c) in time (development of the company between 1989 and 1996, etc.).

- **Analogy**

The method of analogy relies on the method of comparison. It is a thought procedure in which, on the basis of the finding of the correspondence of some features of two or more different objects or phenomena, we infer an approximate correspondence of some other features of these objects or phenomena.

- **Analysis and synthesis** (*analysis = decomposition, synthesis = composition*)

Analysis is the mental decomposition of the object, phenomenon, or situation (hereafter referred to as the phenomenon) under investigation into individual parts that become the subject of further investigation. A deeper understanding of the subparts allows for a better understanding of the phenomenon as a whole. Various analytical methods can be used to process the knowledge and facts obtained through research:

- a) classification analysis,
- b) relational analysis,
- c) causal analysis,
- d) system analysis.

Synthesis is the mental unification of individual parts into a whole. In synthesis, we observe the essential interrelationships between the individual components of a phenomenon, and thereby gain a better and deeper understanding of the phenomenon as a whole. Synthesis helps to reveal the internal regularities of the functioning and development of a phenomenon.

- **Abstraction** - in general, abstraction signifies a release from the particular (the particular, the concrete).
- **Induction and deduction** - induction is the progression from the particular to the general; deduction is the progression from the general to the particular.
- **Mathematical and statistical methods**

Theoretical part

In the theoretical part, the theoretical background for further chapters of the thesis is elaborated. The theoretical part contains definitions of economic categories, explains the economic theories applied to the topic and should contain the author's own commentary on the applicability of these theoretical conclusions to the topic. The basis for writing the theoretical part is a comprehensive study of the relevant literature. A literature search is necessary to study the key theories and gain knowledge related to the chosen area of economic research.

When writing papers, students rely on so-called primary sources of information. It is considered inadequate if a student relies only on textbooks. He should go beyond textbooks, which are often compilations of many theories by different authors. The student should look directly for a specific article or study by a selected author specializing in the chosen field. In addition, an article in which the author correctly cites other sources of information can direct the student to other relevant literature.

The theoretical part of the thesis, based on a literature search, consists mainly of texts freely taken (paraphrased). Literal quotations (a well-known definition of a particular theory or a substantive statement by a scientific authority) may also be included in the text. Both **freely taken texts and verbatim quotations must always be properly referenced to their source.** The adoption of foreign texts without proper citation is considered plagiarism. Paraphrased texts are supplemented by the student's own authorial text, e.g. by arguing with the stated theory or comparing two different or contradictory theories. Literature review (the overview of the existing literature on the given topic, including the results of different authors) should not be omitted.

Practical part

The practical part of the thesis builds on the economic theories presented in the theoretical part of the thesis. In both the theoretical and the practical part of the thesis it is very important to build a **logical structure**. In the practical part, the data period (including the context of this specific period), the research area (studied topic) and the development of the issue under study, or its history, must be clearly defined, followed by an analysis of the chosen issue or the processes under study. Alternatively, the legal framework and the characteristics of the institutional arrangements (depending on the issue under study) may also be included.

In the practical part of the work, the author's added value must be evident, which means that the text itself, tables, calculations, graphs, etc. should be mostly his own creations. **The text or tables, graphs and calculations should be only minimally represented.**

The added value of the work is most often in the form of the author's own research, analyses, statistical calculations, models, questionnaire or other surveys, or the application of new or hitherto neglected methods. We recommend a thorough familiarity with the various research methods you choose for your work, including the requirements for proper implementation of questionnaire surveys (see, for example, the list of resources at the end of this document). The practical section should summarise its own findings or outcomes either at the end of each chapter or summarised at the end of the practical section as a whole. It may include a discussion of the results obtained (including a comparison of the results with those of similar studies cited in the theoretical part of the thesis) or the formulation of recommendations for economic and regional policy makers.

If you employ an econometric model for your analysis, it is necessary to provide a detailed methodological description of the model used. This should be encompassed by the description of model's validity and you should also present the reasons for its selection along with potential alternatives. (Note: if you explore multiple model variants, it's possible to mention them within the text and place their respective outcomes in the appendices.) It is essential to include a segment dedicated to interpreting the results. This interpretation should be conducted in relation to existing literature, explicitly defining how results of your analysis are innovative. Additionally, a subsection addressing the model's limitations and proposing avenues for future improvement should not be omitted.

The basic methodological guideline for the design and preparation of the practical part is the solution and fulfillment of the goal set at the beginning of the work.

Conclusion

The "Conclusion" chapter is structured similarly to the "Introduction" chapter. The conclusion does not simply summarise the student's findings and insights, but offers the reader a **synthesis and analysis of the key results of the thesis**. The results of the investigation are also set in the context of the economic theories presented.

In the first part of the "Conclusion", the student focuses on the importance and relevance of the chosen topic; the difference from the assignment or introduction is in the qualitative level of their grasp - the student evaluates them on the basis of the acquired knowledge and the results of the conducted research.

The second part of the "Conclusion" should contain a summary of the most important findings from the theoretical part of the thesis. The student can compare the selected theories and compare their validity in the context of his/her research.

The third part of the chapter "Conclusion" contains partial conclusions, outputs and findings from the practical part of the thesis. The student briefly and systematically presents the results of his/her research, analyses, experiments, investigations, comparisons, etc. In this part of the thesis, it is not necessary to re-introduce the chosen methods or to go into the methodology in detail, unless this is the intention of the thesis itself.

The fourth part of the "Conclusion" is an evaluation of the fulfilment of the stated aim of the thesis. The student, if possible, objectively evaluates what he/she has or has not succeeded in achieving the stated goal. If the author works with a hypothesis, the full wording of the hypothesis is given here. The author will evaluate whether the hypothesis has been confirmed or refuted. The refutation of the hypothesis is also a valuable conclusion to the student's research and is considered to have met the objective of the paper. In the case of not fulfilling the thesis objective, the student should give mainly objective reasons, such as limitations related to the applied research method, number of observations or lack of cooperation with key institutions. A subjective reason may be the considerable complexity of the topic, which the student underestimated when setting the aim of the thesis at the beginning of the elaboration. It is essential to undermine the value added of the thesis (what is innovative in your research in comparison with previous studies).

The last part of the "Conclusion" should be the author's statement of which other related problem areas could be further addressed beyond the scope of the investigation if the author were not limited by the assignment and the stated scope. In this section, the author may also suggest new topics or related ideas for follow-up academic papers for future authors.

In the conclusion of the thesis, the use of past and present tense can be combined, e.g. "... the *formula constructed and characterized in chapter XY was used for further analysis. Its application showed that the variable influences...*".

If the student is formulating his/her own opinion or evaluating the validity of the selected theory in the context of his/her own research, the use of the 1st person (singular or plural) is also possible to clearly indicate the student's personal opinion. However, it is necessary to maintain consistency in formulations throughout the whole thesis.

Appendix

The appendix includes supporting documents that complement the text of the thesis itself. These may be additional tables with data, more detailed description of the questionnaire surveys, etc. It is recommended to number the individual parts of the appendix.

4.3 Formatting the work

Specified thesis formatting:

- line spacing: 1,5
- font size plain text: 12 points
 - headings: max. 18 points
 - names of graphs, tables, figures, diagrams - insert by MS Word function "Insert title" above the figure - size 12
 - sources under graph, table, figure, diagram: 10 points
 - Footnotes: 10 points
- Typeface: Times New Roman (also content, charts and tables)
- paragraph alignment: to block
- indentation of the first line of the paragraph: 1,25 cm
- spaces after paragraphs: 6 points
- page edges: 2,5 cm, left edge 3,5 cm
- standard page: 1 800 characters including spaces (please note that the minimum length of the paper is judged by standard pages, not pages of text)

The thesis is in A4 format, the text should be processed in a word processor (MS Word), double-sided printing is recommended. The main text must begin on the facing page (right side in a fold-out book).

No chapter, chart or table heading, separate first line of a paragraph, or word ending with a hyphen may be left at the end of the page. A single-syllable preposition and conjunction, a hyphen, an abbreviation of two or more words should not be left at the end of a line. Academic title, abbreviated first and last names, numerals and the name of the subject being counted, marks and units may not be split within the word division.

For page numbering, Arabic numerals are used in the middle of the bottom margin of the page. The title page, the declaration, the acknowledgements, the table of contents are not numbered; the page numbering starts with the 'Introduction' chapter, but the total number of pages of the thesis is counted from the title page. The numbering of chapters and subchapters should be multi-level in decimal order. **The 'Introduction' and 'Conclusion' chapters should not be numbered.** Where mathematical equations and formulae are given in the text of the BT or DT, they should be numbered in the style familiar to the student from mathematics textbooks.

A uniform layout must be maintained throughout the text. It is not advisable to use more than one typeface; it is better to combine the size, italics and thickness of one typeface. A uniform layout should be maintained not only in the text itself but also in the tables and graphs, which means that the same font should be used for tables and graphs as for the text of the thesis. The layout of chapter and sub-chapter headings should be uniform throughout the thesis.

4.4 References when citing or paraphrasing and listing references in the final list.

In order to avoid plagiarism (passing off someone else's ideas as one's own), the writer must follow certain **rules/norms** when quoting or paraphrasing:

- **a way of marking a quotation or paraphrase in the text itself,**
- **what elements a reference to a source must contain,**
- **what elements must be included in the final reference list for a given type of source.**

All this is necessary to clearly identify the source of the information and to verify the correct quotation (or paraphrase).

Currently, we use basically two citation platforms at the Faculty of Economics:

- **ČSN ISO 690, or ISO 690-2** available in printed form in the library of VŠE Žižkov. Interpretation and instructions with examples are available electronically from the VŠE library at <https://knihovna.vse.cz/citace/>.
- **The APA standard is also available on the VŠE library website. In addition to the interpretation and examples of the standard itself, there are also correspondences and differences with ISO 690.**
<https://knihovna.vse.cz/citace-priklady/prehled-pravidel-pro-citovani-dle-apa-6-vyd-na-fph-vse/>

The submitted thesis is automatically checked in the **VŠE Validator** after it is entered into InSIS. The VŠE Validator is able to detect matches within direct quotations as well as paraphrases, so proper source work is required. The protocol from the VŠE Validator is checked by the thesis supervisor on a mandatory basis (and commented on as part of the assessment) and is also available to the thesis opponent and the student. If a student performs a plagiarism check on any website prior to submitting the thesis, it is recommended that the document be subsequently deleted from the website to prevent any possible correspondence between the document and the submitted thesis.

Effective date: 23 May 2023

doc. Ing. Miroslav Ševčík, CSc.

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